



**North Carolina Department of Health and Human Services  
Division of Aging and Adult Services**

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Michael F. Easley, Governor  
Dempsey Benton, Secretary

Dennis W. Streets, Director  
919-733-3983

August 5, 2008

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:**

**ATTENTION: SPECIAL ASSISTANCE SUPERVISORS  
SPECIAL ASSISTANCE CASEWORKERS  
ADULT SERVICES SUPERVISORS AND PROGRAM MANAGERS**

**SUBJECT: SPECIAL ASSISTANCE ADULT CARE HOME TRAINING EVENTS  
SPECIAL ASSISTANCE IN-HOME TRAINING EVENTS**

The NC Division of Aging and Adult Services will offer eleven regional training events for State/County Special Assistance (SA). Eight will be offered over two days, with the first day for Special Assistance Adult Care Home training, and the second day for Special Assistance In-Home training. Three one-day events will provide SA/Adult Care Home training only.

The one-day SA/Adult Care Home workshop is designed specifically for SA/Adult Care Home caseworkers and SA supervisors. There will be four major areas of training: (1) SA/ACH Basic and SA/ACH SCU policy changes, (2) In-depth situations regarding income and resources verification, (3) Correct use of the EIS Facility Inquiry/Update screen, and (4) Rules regarding when to require an a/r to apply for SSI. The SA/ACH training is targeted to address the needs of experienced caseworkers.

SA eligibility caseworkers and supervisors and Adult Services SA/In-Home case managers and adult services supervisors should participate in the SA/In-Home training, especially staff and counties new to the SA/In-Home Program. Participants should already have knowledge of the basic eligibility and procedural criteria for the SA/ACH Basic and SCU program.

There will be two major areas of training: (1) SA/In-Home eligibility and (2) SA/In-Home Case Management. There will be an emphasis on the collaborative process required between the SA/IH caseworker and the SA/IH case manager in order to have a successful outcome.

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The workshops are scheduled at the locations indicated below. Please note the specific dates for SA/In-Home and SA/Adult Care Home training and register accordingly.

Land-of Sky Regional Council Auditorium 339 Leicester Highway Suite 140 Asheville NC 28806	SA/Adult Care Home Tuesday November 4, 2008  SA/In-Home Wednesday November 5, 2008
Johnston County DSS Bldg 1, Rooms 2 and 3 714 N. St. Smithfield, NC 27577	SA/Adult Care Home Monday November 17, 2008  SA/In-Home Tuesday November 18, 2008
Person County DSS 355-B S. Madison Blvd Roxboro, NC 27573	SA/Adult Care Home Thursday December 18, 2008
Carteret County DSS 210 Craven St Beaufort, NC 28516	SA/Adult Care Home Wednesday January 14, 2009  SA/In-Home Thursday January 15, 2009
Martin County Community College Room 14 1161 Kehukee Park Rd Williamston, NC 28792-4425	SA/Adult Care Home Tuesday February 10, 2009  SA/In-Home Wednesday February 11, 2009
New Hanover County DSS 1650 Greenfield St. Wilmington, NC 28401	SA/Adult Care Home Wednesday February 18, 2009
Harnett County DSS 311 Cornelius Harnett Blvd Lillington, NC 27546	SA/Adult Care Home Tuesday March 3, 2009  SA/In-Home Wednesday March 4, 2009
Iredell County DSS 549 Eastside Dr Statesville, NC 28625	SA/Adult Care Home Wednesday March 18, 2009

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Guilford County DSS 1203 Maple St Greensboro, NC 27405	SA/Adult Care Home Tuesday April 14, 2009 SA/In-Home Wednesday April 15, 2009
Watauga County DSS 132 Poplar Grove Connector Boone, NC 28607	SA/Adult Care Home Tuesday April 28, 2009 SA/In-Home Wednesday April 29, 2009
Mecklenburg County DSS 301 Billingsley Rd Charlotte, NC 28211	SA/Adult Care Home Wednesday May 6, 2009 SA/In-Home Thursday May 7, 2009

Brenda Porter, SA Program Coordinator in the Central Office, and the Adult Programs Representatives will conduct the training.

Counties may register up to four (4) staff members for each workshop (space permitting) for the most convenient location. Each training site has capacity limits. The workshops will begin with registration at 8:30 a.m. and end by 4:30 p.m. For two-day events, registrants may register for one day only. All registrants will need to register separately for each one-day workshop.

There is no registration fee; however, **pre-registration is required.** To ensure space availability at your chosen site, **please register at least 2 weeks prior to the date of your selected training event.** No faxed registrations will be accepted for this training. Registration is **on-line and is available at <http://www.ncswlearn.org>**

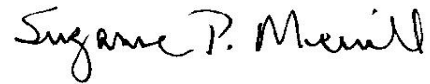
Should it be necessary to cancel or postpone any of these events due to inclement weather counties will be notified in advance.

Registrants should receive a confirmation letter within five business days of submitting their registration, directions to the training site, and a site telephone contact number. Refreshments will not be provided; however, participants are welcome to bring their own snacks and beverages to the training event.

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If you need additional information about the SA/Adult Care Home training, the SA In-Home Training or your registration, you may contact Monica Nealous at (919) 733-3818 ext. 247, or your Adult Programs Representative.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The script is cursive and fluid, with the first letters of the first and last names being capitalized and prominent.

Suzanne P. Merrill, Chief  
Adult Services Section

SPM:bp

AFS-10-2008

Attachment